

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

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Program ID/Title: AGS-111/Records Management

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I. Goals

- A. Increase access to the State Archives collections.
- B. Promote efficient and effective management of government records.

II. Objectives and Policies

- A. Collect non-current records of enduring value from government agencies.
- B. Catalog records on Hawaii Voyager, an online library database accessible via the internet.
- C. Develop and revise records retention and disposition schedules for the executive and legislative branches.
- D. Operate the State Records Center for storage of non-current, non-permanent records.
- E. Develop policies and guidelines relating to records reformatting, e.g., microforms and digitized images.

III. Action Plan with Timetable

A. Past Year Accomplishments

- 1. Archives: on-line catalog Hawaii Voyager became accessible on the Internet; accessioned 96 cubic feet of records and special collections; appraised, arranged, and described 222 cubic feet of records for public use; translated 472 pages of Hawaiian language records (primarily 1<sup>st</sup> Circuit Court Probates); and serviced 11,020 researchers.

2. Records Center: scheduled 17 records series, microfilmed 45 cubic feet of territorial legislative records; received 4,205 cubic feet of records and 7,399 records requests; and coordinated destruction of 6,459 cubic feet of expired records.

B. One Year

1. Archives: add/edit 3,650 bibliographic records to Hawaii Voyager; accession 100 cubic feet of government records; appraise, arrange, and describe 185 cubic feet of records; translate 425 pages of Hawaii language records; and service 11,000 researchers.
2. Records Center: schedule 75 records series; microfilm 100 cubic feet of territorial legislative records; receive 4,200 cubic feet of records; service 6,500 records requests; and coordinate destruction of 4,000 cubic feet of expired records.

C. Two Years

1. Archives: add/edit 4,000 bibliographic records to Hawaii Voyager; accession 300 cubic feet of government records; appraise, arrange, and describe 385 cubic feet of records; translate 825 pages of Hawaiian language records; and service 22,000 researchers.
2. Records Center: schedule 150 records series; microfilm 200 cubic feet of records; receive 8,400 cubic feet of records; service 13,000 records requests; and coordinate destruction of 8,000 cubic feet of records.

D. Five Years

1. Archives: add/edit 5,500 bibliographic records to Hawaii Voyager; accession 900 cubic feet of government records; appraise, arrange, and describe 985 cubic feet of records; translate 2,025 pages of Hawaiian language records; and service 55,000 researchers.

2. Records Center: schedule 375 records series; microfilm 500 cubic feet of records; receive 21,000 cubic feet of records; service 32,500 records requests; and coordinate destruction of 20,000 cubic of expired records.

IV. Performance Measures

- A. Customer Satisfaction measure – Customer surveys were initially conducted in FY 02 and will be conducted annually.
- B. Program Standard measure – Refer to the Program's Variance Report.
- C. Cost Effectiveness measure – Compare storage and microfilming costs with private sector.